

FORTH PORTS LIMITED

No 02 of 2015

23 January 2015

NOTICE TO MARINERS FIRTH OF FORTH

WASTE DECLARATION FACILITY - IPOS

Please be advised that commencing on the 16th February 2015 all waste declarations for Forth Ports Facilities will be required to be entered directly into the Forth Ports IPOS system.

Attached to this Notice is the IPOS User Manual with easy to follow instructions on the use of the facility. IPOS can be accessed as detailed in the attached manual.

Should you experience any technical issues please contact the Forth Ports I.T Team on 01324 668444.

I would like to remind all Master / Agents this process is Mandatory and failure to comply could lead to the MCA taking direct action against the vessel and/or vessels shipping agent.

Status of previously published notices:

No 26 of 2009

No 14 of 2011

Nos 13, 36, 38 and 39 of 2014

No 01 of 2015

A NICHOLSON
Marine Manager



IPOS

User Manual

EU Waste Recording

Forth and Tay Navigation Service, Scottish Ports



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MARINE



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This document has been prepared by members of the IPOS team, which is a part of the MIS Department in Forth Ports Limited.

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Introduction

Forth Ports Limited has an approved Port Waste Management Plan as required by the Port Waste Reception Facilities Regulations 2003. Under provisions of the plan, returns are required to be made to the regulatory authorities by the port itemising the quantities of waste landed by visiting ships and carried onwards to other ports.

Previously ships, via their agents, were required to submit waste reports before each arrival and departure with the required information for the returns. These reports were sent to Forth Ports and the information was entered into IPOS.

The IPOS waste application enables the different categories of ship waste to be closely monitored and ships not complying with the reporting regulations to be identified.

From 12th January 2015 the above process will be altered so that agents will enter the necessary information directly into Forth Ports IT system, IPOS.

Waste reports should only be entered for those ports and terminals detailed in the individual Port Waste Management Plans published on the Forth Ports Website. Those Terminals/Berths that operate their own Waste Management Plans should continue to received your information in their required format

As outlined in the Forth Ports Limited Notice to Mariners 02 of 2015, this process is mandatory and failure to comply could lead to the Marine Coastguard Agency taking direct action against the vessel's shipping agent.

Introduction to IPOS

IPOS (Integrated Port Operating System) is one of Forth Ports main IT systems. It is designed to support the operational, invoicing and reporting requirements of the Port.

IPOS contains a number of modules, one of which is the Marine module which contains the Waste Recording functionality.

The Waste Recording screen is used to record the volumes of waste for vessels on arrival and upon departure.

IPOS uses standard Windows functionality with functionality accessed either by pointing and clicking with a mouse or via a keyboard using shortcut keys. It allows for multi windows and multi sessions.

Reports produced from IPOS are in the PDF format with the associated features.

IPOS allows for remote customer access. Agents will be set as external users with a special security profile that restricts access to only cargo and transactions associated with that customer identifier.

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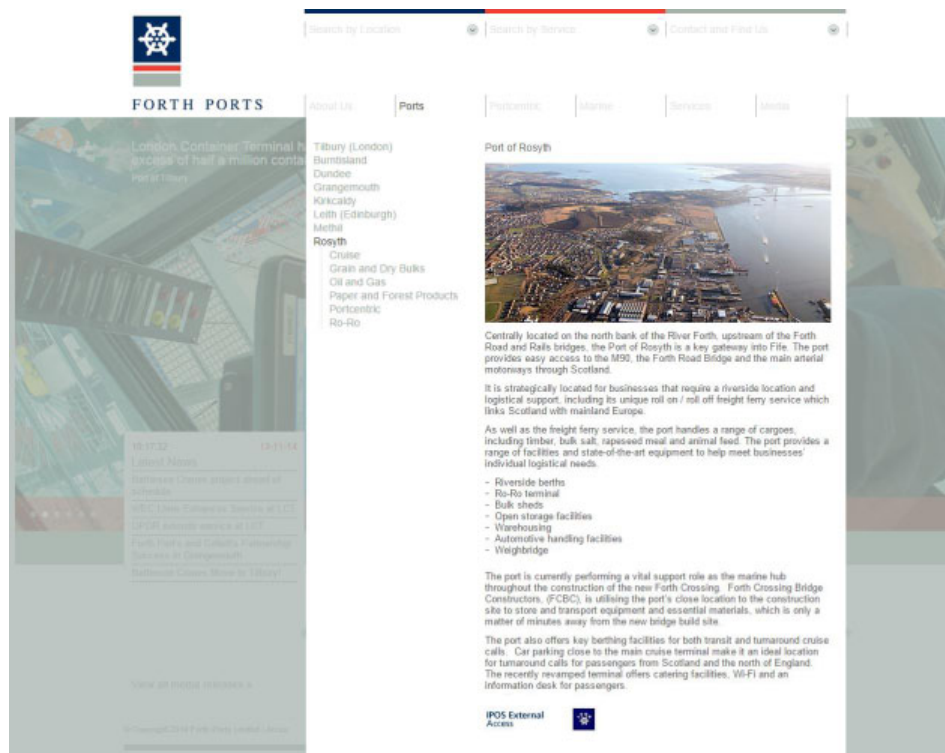
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Logging into IPOS

You can access IPOS via the web page below:

<http://www.forthports.co.uk/ports/>

access to IPOS is available from any of the pages relating to the Scottish Ports




Click on the icon below:




The main IPOS screen will open, and the login window will be displayed: -

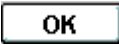
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Enter your **User Name** and your **Password**.

You must access the terminal that the vessel is calling at in order to record the Waste Declaration for the vessel. In the **Terminal Code** field press **F9** or the  button to access the lookup table

Name	Code
GRANGEMOUTH	110
LEITH	100
ROSYTH	123
DUNDEE	200
BRAEFOOT	131
HOUND POINT	130
INVERKEITHING	901
PERTH	903
METHIL	122
METHIL KVAERNER	904
BURNTISLAND	120

Select the required terminal from the list of options and press  to confirm

Click on the  button or press the Enter / Return button.

The IPOS login page will be displayed: -



After logging in for the first time, the password should be changed. See the section 'Changing IPOS Password' for more instructions on this process

When the password has been changed, use the dropdown menus to navigate to the Waste Recording screens.

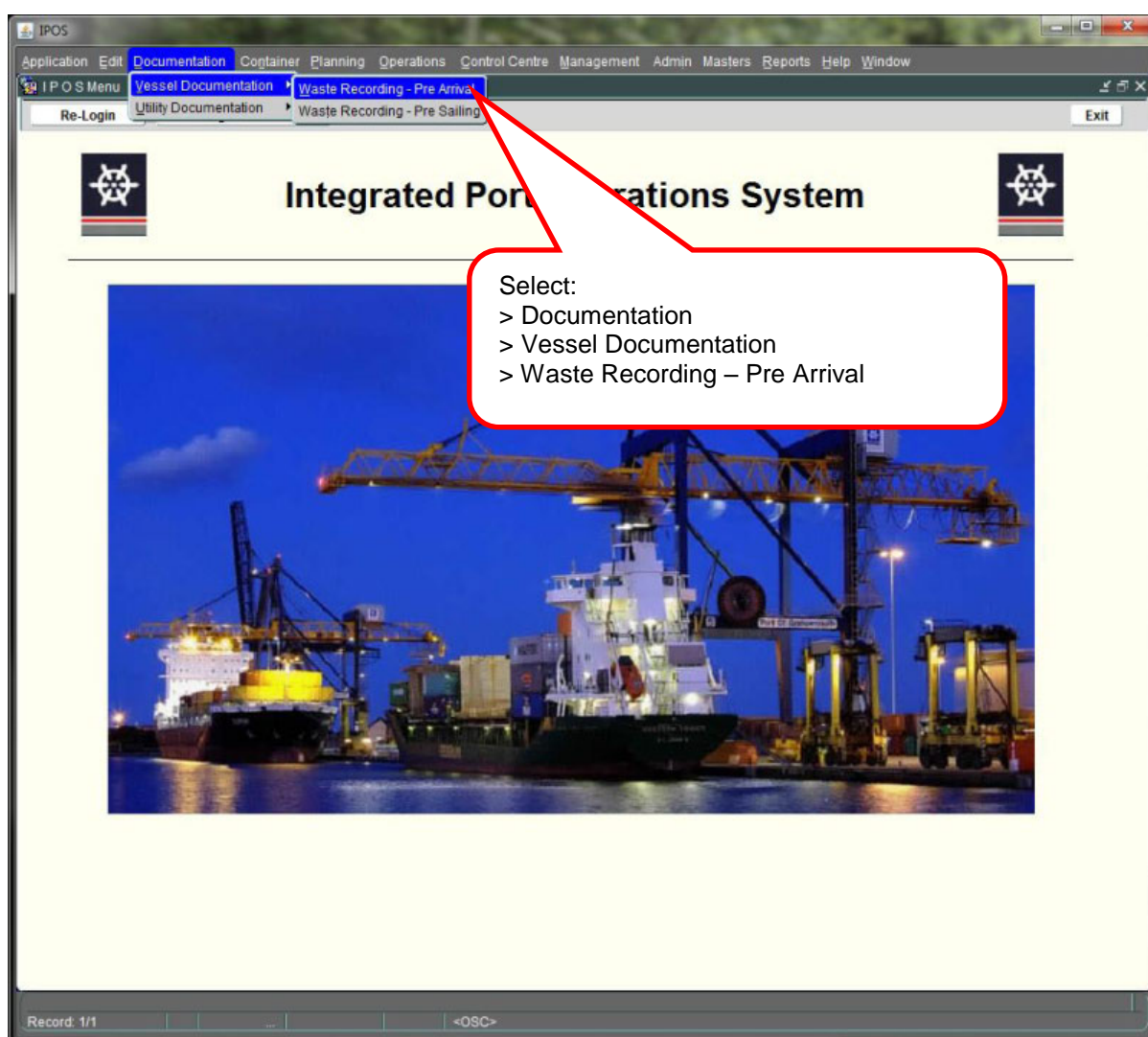
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System Navigation - Waste Recording

To navigate to the Waste Recording screens from the main IPOS screen you should do the following:

Click on:

- > Documentation
- > Vessel Documentation
- > Waste Recording – Pre Arrival; (Keyboard shortcut Alt+D+V+W) or
- > Waste Recording – Pre Sailing. (Keyboard shortcut Alt+D+V+T)



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Overview of Waste Recording – Pre Arrival

On clicking on Waste Recording – Pre Arrival you will see the screen below:

The screenshot shows the 'Waste Recording - Pre Arrival' window in the IPOS system. The window has a menu bar (Application, Edit, Documentation, Container, Planning, Operations, Control Centre, Management, Admin, Masters, Reports, Help, Window) and a toolbar (Clear, Delete, Save, Exit). The main area contains several input fields and a table.

Input fields include:

- VCN: 1422719 (with a dropdown arrow)
- Terminal Code: 200
- ETA: 31.12.2014 00:00
- ATA: (empty)
- Lock Arrival: (empty)
- Vessel Name: LYSBRIS
- Terminal Name: DUNDEE
- ETD: 31.12.2014 00:00
- ATD: (empty)
- Lock Departure: (empty)
- IMO: 9144263
- Beam: 18
- LOA: 129
- DWT: 7500
- Category: (empty)
- Remarks: (empty)

Below the input fields are two sections:

- Last Port where ship generated waste was delivered:** (empty)
- Date when ship generated waste was delivered:** (empty)

Below these are two checkboxes:


- Waste Delivery Into Port Reception Facilities:** ☒ Not Set, ☐ All, ☐ Some, ☐ None
- Pre Arrival Waste Closure:** ☐ Date: (empty) User: (empty)

The main table has the following columns:

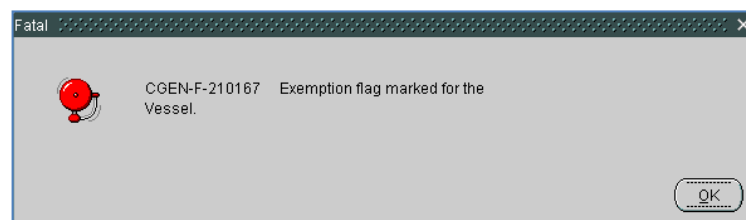
Type	Waste to be Delivered (m3)	Maximum dedicated storage Capacity (m3)	Amount of waste retained on board (m3)	Port/Terminal at which remaining waste will be delivered	Estimated waste generated between notification and next port of call (m3)
Waste Oils :					
Studge		35.240			
Bilge Water		9.380			
Waste Others		3.390			
Others - Details					
Garbage :					
Food Waste		5.000			
Plastic		.000			
Others		.000			
Others - Details					
Cargo Associated Waste :					
Cargo Waste		.000			
Cargo Waste - Details					
Cargo Residues :					
Cargo Residues		.000			
Cargo Residues - Details					

At the bottom, a status bar shows: Query caused no records to be retrieved, Record: 1/1, and a '<OSC>' button.


You will need to enter the following information:

1. In the **VCN** field, press the  button or press **F9** to access a lookup table. Vessels displayed in the lookup table will be restricted to those linked to the Agent. If the voyage is not available in the lookup table, contact Forth and Tay Navigation Service to check that vessel has been allocated to the correct agent.

If the vessel is exempt for waste recording the system will display the warning message below. The waste exemption flag is set by the Forth and Tay Navigation Service.



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2. Enter the UNLOCODE of the last port where ship generated waste was delivered. Press the F9 key or the  button to access the lookup table and select the port from the list. Alternatively, enter the UNLOCODE directly if known.
3. Enter the date when the ship generated waste was delivered to the port. *Note: If no date is entered this does not merit an incomplete data classification (step 6).*
4. In the **Waste to be Delivered** fields, enter the volumes of waste to be delivered during the vessels call at the terminal. Complete all boxes. Waste to be delivered is a compulsory column and has to be filled in. Where no waste is being delivered at the terminal, record a zero value (0).
5. If this is the vessel's first visit to a Forth Ports terminal then the **Maximum dedicated storage Capacity** will need to be populated. After the first call, all data will be held in the IPOS database and will not need to be recorded again, even if the vessel calls at a different terminal.
6. Choose the category that applies to the vessel from the following options: -
 - 1) No data supplied
 - 2) Incomplete data supplied
 - 3) Complete data supplied
7. Mark the **Pre Arrival Waste Closure** – the date and user name is automatically completed. Any voyage which does not have closure marked will appear on an exception report. If an amendment arrives the closure may be unmarked for updating.
8. Click on **Save**.

Overview of Waste Recording – Pre Sailing

On clicking on Waste Recording – Pre Sailing you will see the screen below:

The screenshot shows the 'Waste Recording - Pre Sailing' interface in the IPOS system. The interface includes a menu bar at the top with options like Application, Edit, Documentation, Container, Planning, Operations, Control Centre, Management, Admin, Masters, Reports, Help, and Window. Below the menu bar are buttons for 'Clear' and 'Delete'. The main form area contains several sections:

- Top Section:** Fields for VCN (1422719), Vessel Name (LYSBRIS), IMO (9144263), LOA (129), Terminal Code (200), Terminal Name (DUNDEE), Beam (18), DWT (7500), ETA (31.12.2014 00:00), ETD (31.12.2014 00:00), Category (3), and Remarks (COMPLETE DATA SUPPLIED). Callout 1 points to the VCN dropdown arrow.
- Lock Arrival/Departure:** Fields for Lock Arrival, Lock Departure, and Lock Departure. Callout 2 points to the 'Last Port where ship generated waste was delivered' field (NOSKX).
- Waste Delivery:** Radio buttons for 'All', 'Some', and 'None'. Callout 3 points to the 'Waste Delivery' section.
- Pre Sailing Waste Closure:** A checkbox and fields for Date and User. Callout 4 points to the 'Category' dropdown.
- Waste Table:** A table with columns: Type, Waste Delivered (m3), Maximum dedicated storage Capacity (m3), Amount of waste retained on board (m3), Port/Terminal at which remaining waste will be delivered, and Estimated waste generated between notification and next port of call (m3). The table is divided into sections: Waste (Stowage, Bidge Waste, Waste Other), Garbage (Food Waste, Plastic, Others), Cargo Associated Waste (Cargo Waste), and Cargo Residues (Cargo Residues). Callout 5 points to the 'Pre Sailing Waste Closure' checkbox.
- Bottom Section:** A 'Record: 1/1' indicator and a '<OSC>' button. Callout 6 points to the 'Save' button.

1. In the **VCN** field, press the button or press **F9** to access a lookup table. Vessels displayed in the lookup table will be restricted to those linked to the Agent. If the voyage is not available in the lookup table, contact Forth and Tay Navigation Service to check that vessel has been allocated to the correct agent.
2. The details recorded in the **Waste Recording - Pre-Arrival** screen will be displayed
3. In the **Waste Delivered** and **Amount of Waste Retained on Board** columns, record the corresponding details. The Waste Delivered fields are pre-populated with the values recorded at the earlier stage, and can be modified as required.
4. The classification can be modified if required. Choose the category that applies to the vessel from the following options: -
 - 1) No data supplied
 - 2) Incomplete data supplied
 - 3) Complete data supplied

5. Mark the **Pre Sailing Waste Closure** – the date and user name fields are automatically completed. If further information needs to be added the closure may be unmarked for

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updating. Any voyage, which does not have closure marked will appear on an exception report.

6. Click on **Save**.

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Reports

Agents will have access to the Waste Exception report and the Waste Arrival Departure Report.

Waste Exception Report

The Waste Exception Report can be used to identify vessels where: -

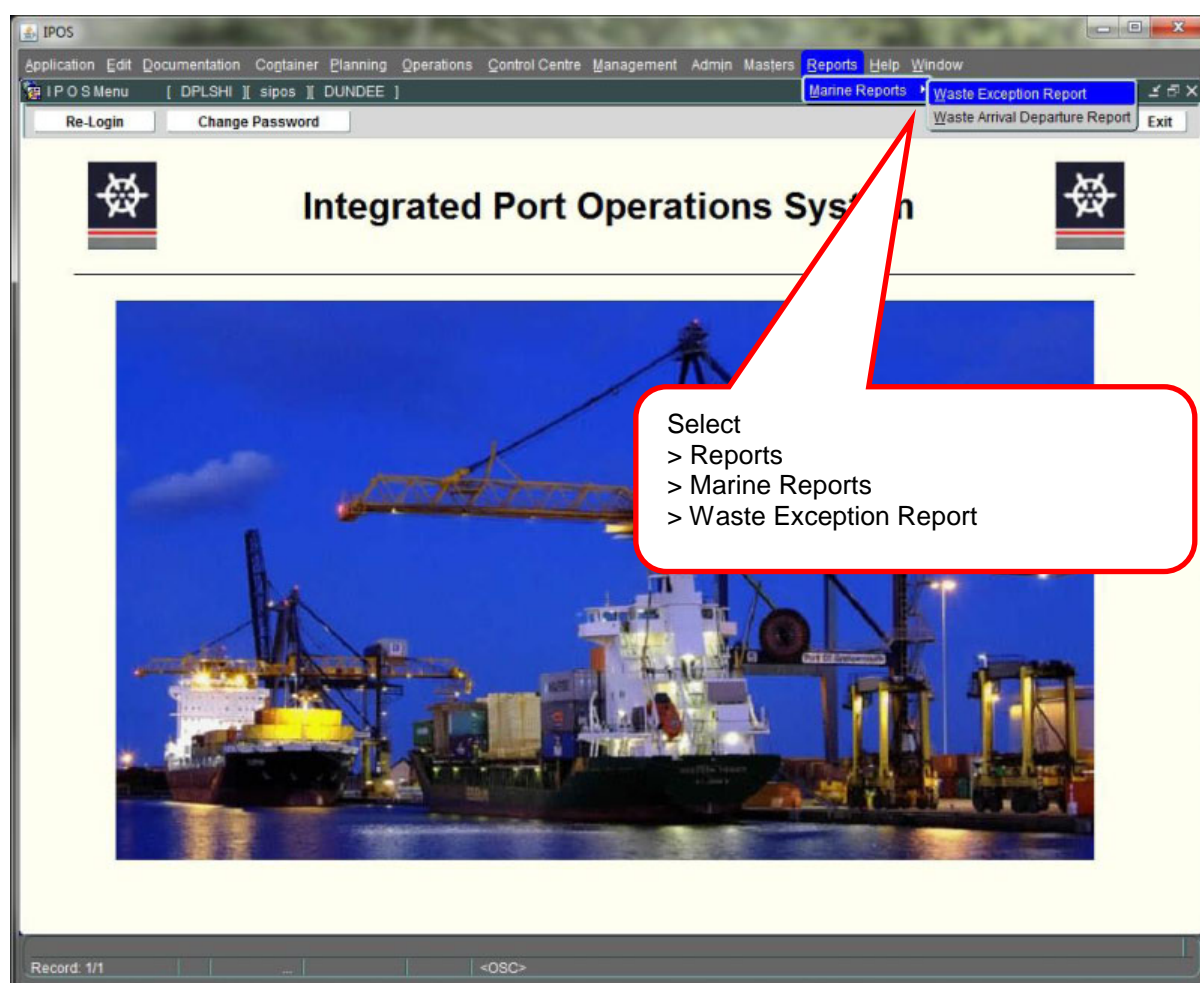
- Waste Reports have not been submitted
- Waste Reports have been submitted but are not yet complete

The voyages displayed on the reports will be restricted to those that are associated with the user ID.

To navigate to the Waste Exception report from the main IPOS screen you should do the following:

Click on:

- > Reports
- > Marine Reports
- > Waste Exception Report



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The Waste Exception Report generation screen will open

1. In the **From Arrival Date** and **To Arrival Date** fields, enter the date range for the report
2. The **Terminal Name** selection will default to the current terminal
3. Click on the **Report** button in the top right hand corner of the screen:

The completed report will open in a PDF format. The screenshot below demonstrates the report format: -

Terminal Name	VCN	Vessel Name	ETA	ATA	ATD	Arrival Waste Closed Date	Sailing Waste Closed Date
DUNDEE	1422720	BOTNA SEAWAYS	15.12.2014 00:00				
DUNDEE	1422719	LYSBRIS	31.12.2014 00:00			13.11.2014 00:00	
Total VCN:		2					

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Waste Arrival Departure Report

The Waste Arrival Departure Report summarises all reports in the given date range and indicates the status of each voyage report, showing: -

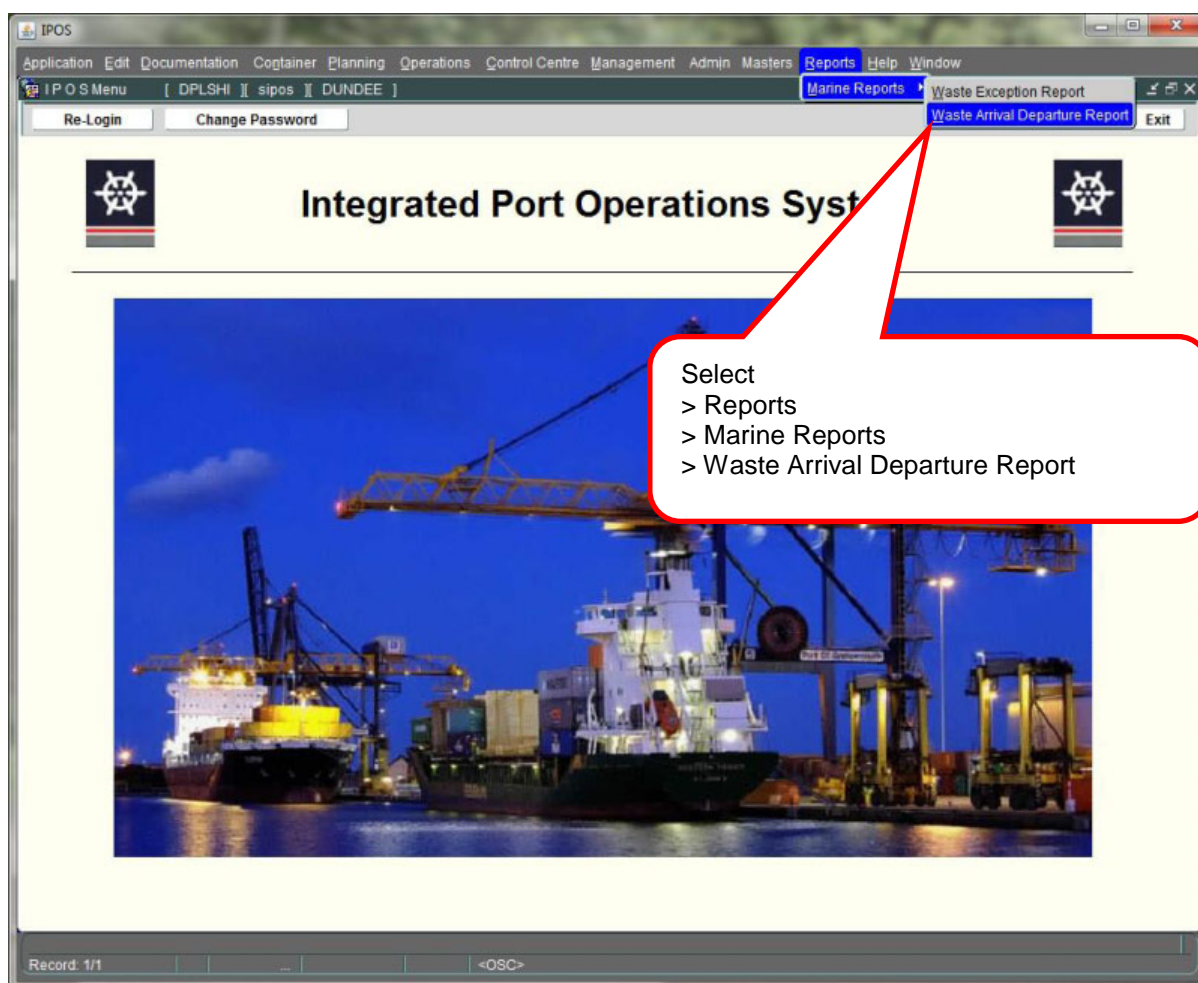
- Whether arrival and departure declarations have been made
- The status of each declaration

The voyages displayed on the reports will be restricted to those that are associated with the user ID.

To produce the Waste Exception report, from the main IPOS screen you should do the following:

Click on:

- > Reports
- > Marine Reports
- > Waste Arrival Departure Report



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The Waste Arrival Departure Report generation screen will open



The screenshot shows the IPOS software interface for generating a Waste Arrival Departure Report. The window title is 'IPOS'. The menu bar includes: Application, Edit, Documentation, Container, Planning, Operations, Control Centre, Management, Admin, Masters, Options, Reports, Help, Window. The toolbar has 'Clear', 'Report', and 'Exit' buttons. The main form area is titled 'Reports-->Marine Reports-->Waste Arrival Departure Report [DPLSHI || sprodris || DUNDEE]'. It contains the following elements:

- 1** From Date: 12.11.2014 13:58
- 5** To Date: 13.11.2014 13:58
- 2** Closure Status:
 - Pre Arrival: ☐ Open, ☐ Closed, ☒ Both
 - Pre Sailing: ☐ Open, ☐ Closed, ☒ Both
- Category: [Dropdown]
- 3** Terminal Name list:
 - ☐ KIRKCALDY
 - ☐ MOBILE RESOURCE POOL
 - ☐ GRAINFAX
 - ☐ CONSERVANCY
 - ☐ GRANGEMOUTH
 - ☐ LEITH
 - ☐ BURNTISLAND
 - ☐ METHIL
 - ☐ BABCOCK
 - ☒ DUNDEE
 - ☐ ROSYTH
 - ☐ HOUND POINT
 - ☐ BRAEFOOT
 - ☐ INVERKEITHING
 - ☐ CROMBIE
- 4** Asset Area list:
 - ☐ CATCHALL
 - ☐ BURNTISLAND BALANCE SHEET ACCOUNT
 - ☐ CONTAINERS GRANGEMOUTH
 - ☐ CRUISE
 - ☐ DUNDEE BALANCE SHEET ACCOUNT
 - ☐ ROSYTH FERRY
 - ☐ GENERAL CARGO GRANGEMOUTH
 - ☐ GRANGEMOUTH BALANCE SHEET ACCOUNT
 - ☐ GRAINFAX
 - ☐ LEITH GRAINS
 - ☐ H SHED GMOUTH
 - ☐ INCOMER METERS - UTILITIES
 - ☐ ISPS CHARGES
 - ☐ KIRKCALDY BALANCE SHEET ACCOUNT
 - ☐ LEITH BALANCE SHEET ACCOUNT

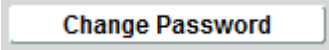
The status bar at the bottom shows 'Record: 1/1' and '<OSC>'.

1. In the **From Date** and **To Date** fields, enter the date range for the report
2. The report output can be filtered to only show voyages at specific Pre-Arrival and Pre-Sailing status. Use the radio buttons to specify the report output as required
3. The **Terminal Name** selection will default to the current terminal
4. There is no requirement to filter by Asset Area
5. Click on the **Report** button in the top right hand corner of the screen:

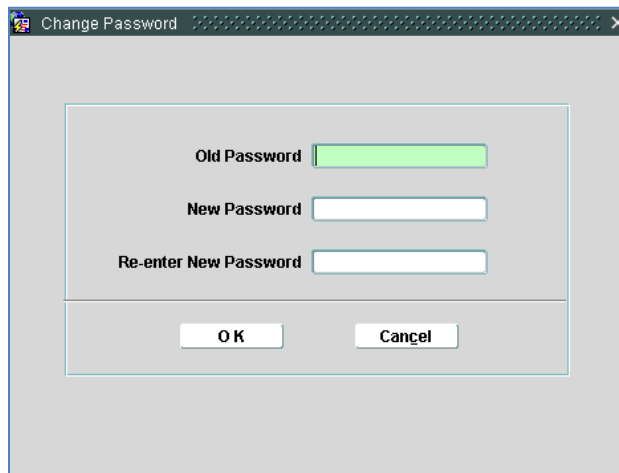
The completed report will open in a PDF format. The screenshot below demonstrates the report format. Note that only vessels that have arrived at the terminal will be displayed on this report. Pending voyages will not be displayed.

DUNDEE		Forth Ports Limited		13.11.2014 14:07						
		Arrival and Departure by Vessel - Waste Recording Report								
Query Parameters :		Terminals :		Asset :						
From Date : 01.11.2014 00:00										
To Date : 31.12.2014 00:00										
Terminal Name : DUNDEE										
Asset Area : CATCHALL										
Vessel Name : LYSBRIS										
Sr. No.	VCN	IMO	Arrival Date	Departure Date	Last Port	Next Port	Closure ?		Category	
							Arr	Dep	Arr	Dep
1	1422719	9144263	13.11.2014 06:00		SKOGN	HALDEN	Y	N	3	3
Vessel Total : 1										
Terminal Total :						1	0			
Grand Total :						1	0			

Changing IPOS Password

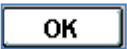
This is done by clicking on the  button in the top left hand corner of the screen;

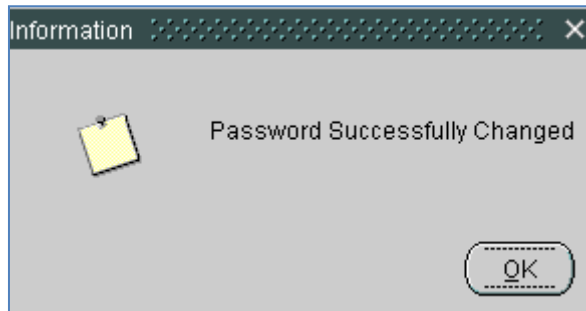
The **Change Password** window below will be displayed:



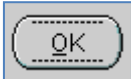
A dialog box titled "Change Password" with a close button (X) in the top right corner. It contains three text input fields: "Old Password" (highlighted in green), "New Password", and "Re-enter New Password". Below the fields are two buttons: "OK" and "Cancel".

In the Old Password field, enter the current password. In the **New Password** and **Re-enter New Password** fields, enter the new password

Click on the  button or press the Enter / Return key. The password change will be confirmed



An "Information" dialog box with a close button (X) in the top right corner. It features a yellow notepad icon on the left and the text "Password Successfully Changed" in the center. An "OK" button is located in the bottom right corner.

Click on the  button or press the Enter / Return button.